

Office of Statewide Health Planning and Development

# OSHPD Exam Bulletin

CALIFORNIA  
STATE  
GOVERNMENT



## CEA 1 – EXECUTIVE DIRECTOR, Rural Health Policy Council

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**POSITION:** Executive Director, Rural Health Policy Council – CEA 1 (Sacramento)

**FINAL FILING DATE:** November 19, 2004

**SALARY RANGE:** \$5768-\$7324

### DUTIES AND RESPONSIBILITIES:

This position reports to the Chair of the Rural Health Policy Council (RHPC) and to the Secretary of the California Health and Human Services Agency or designee. This position will:

- Serve as a focal point of contact for rural hospitals, other health facilities and practicing health care professionals in rural areas, local officials, community leaders and constituency organizations with respect to rural health and RHPC issues. Extensive travel is required for accessibility and visibility in rural California. The incumbent will visit rural communities, health care providers and community groups, and convene ad hoc groups as determined necessary by the RHPC. The incumbent encourages and facilitates dialogue between rural health constituencies and the participating state departments to promote state responsiveness to constituency concerns.
- Advise the Secretary of the California Health and Human Services Agency and the RHPC Director on rural health issues. As appropriate and determined necessary by the Agency Secretary, its designee, or the RHPC, chair, incumbent shall represent and promote views of the RHPC to the Legislature, makes national and statewide health associations, other state officials and the public at large. Develop recommendations for presentations to the RHPC, with respect to state programs, statewide policies and guiding principles on grants and services.
- Coordinate four legislatively mandated public meetings annually in accordance with the Bagley-Keene Act in various regions of California for the purpose of soliciting and receiving input from rural constituents, through public testimony, and provides a single point of access to state government for rural constituents.
- Function as chair of the Interagency Rural Health Coordinating Committee (IRHCC); promote communication, coordination and collaboration among its various departments with responsibilities for rural health programs, services and issues. Work jointly with the IRHCC to develop a legislatively mandated annual work plan to be adopted by the RHPC. The work plan shall describe how the RHPC shall meet specific measurable performance objectives. Provide an annual report to the chairs of the fiscal and policy committees of the Legislature on the outcomes achieved by the office during the preceding 12 months and what changes it will incorporate into the work plan for the following year. Define agenda topics for meetings, and to guide development of issues taken forward for consideration and appropriate action by the RHPC. Assist the IRHCC with development and completion of projects undertaken at its own or the RHPC's direction.
- Supervise daily activities of the RHPC Office and its staff, to provide the critical communication and information support services to rural providers, including an on-line rural job directory, updates, website, toll-free line, and other inquiry and referral services. Attend and participate in a wide variety of rural health-related associations' meetings, workshops, conferences and training activities, both locally and nationally.

**EXAMINATION PROCESS:** A preliminary review of all applications and Statements of Qualifications will occur immediately following the final filing date. Applicants with the most desirable qualifications and background will have their applications submitted to the Review Committee for further consideration. Interviews will be conducted at the discretion of the Review Committee. All applicants will be notified of the final results. The results of this examination will only be used to fill the position identified on this examination announcement.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAM:** Permanent California State civil service status or service as a Legislative employee meeting the criteria in Government Code Section (GCS) 18990, or service as an exempt employee in the Executive Branch meeting the criteria in GCS 18992, and the following knowledge and abilities:

**Knowledge of:** the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

**Ability to:** plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; effectively contribute to the departments or agency's Equal Employment Opportunity (EEO) Program objectives.

The above knowledges and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

**SPECIAL PERSONAL REQUIREMENTS:** Ability to perform high administrative and policy-influencing functions effectively.

**DESIRABLE QUALIFICATIONS:** In appraising experience, weight will be given to the following qualifications, as well as possession of the aforementioned minimum qualifications: Management experience, sufficient knowledge of rural health issues in California; knowledge of the organization and functions of California State Government; ability to analyze administrative policies, organization, procedures, and practices; gain the confidence and support of various organizations and their top level administrators and advise them on a wide range of rural health matters; and develop cooperative working relationships with representatives of all levels of government and the public. A graduate degree in public health administration, public administration, business administration, or a related field, or a health professions degree is also desirable.

**HOW TO APPLY:** Submit a Standard State application (Std. 678), a Statement of Qualifications, resume, and references. For Statement of Qualifications, applicants are to provide a comprehensive narrative statement of their knowledge, skills, and abilities that are directly related to the Minimum and Desirable Qualifications for this position. Applicants' Statement of Qualifications should be no more than three typed pages in length.

**Consideration for interview is based on submission of all application materials.** Application and Statement of Qualifications may be filed in person or via mail with OSHPD Personnel Office, **Attention: Cindy Lohmeyer**, 1600 9th Street, Room 350, Sacramento, California 95814. Application materials must be **POSTMARKED** no later than **November 19, 2004**. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. The final proposed candidate will be required to complete a Governor's application form.

**QUESTIONS?** If you have questions concerning this examination or require special testing arrangements, please contact the Examination Services Unit at (916) 651-9984. California Relay Telephone Service for the deaf or hearing impaired is TDD Voice 1-800-735-2922. Also, see the following websites for further information regarding this CEA examination: <http://www.oshpd.ca.gov> or <http://www.spb.ca.gov/wvpos>.